

**MINUTES**  
**STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES**  
**November 19, 2004**

The regular meeting of the State Board for Community and Junior Colleges was held on Friday, November 19, 2004, at 9:00 a.m., in Room 507 of the Education and Research Center in Jackson, Mississippi.

**Members present:** Major General Denver Brackeen, Mr. Chip Crane, Mr. Napoleon Moore, Dr. Dorothy Nelson, Ms. Patricia Randall, Mr. George Walker, Mrs. Brenda Yonge and Ms. Veldore Young.

**Members not present:** Mr. Jimmy Murphy and Mr. Lawrence Warren.

**Staff in attendance:** Dr. Wayne Stonecypher, Mr. John Adcock, Dr. Randall Bradberry, Mrs. Deborah Gilbert and Mrs. Denise Walley.

**Guests in attendance:** Ms. Riva Brown – *The Clarion-Ledger*; Ms. Frednia Perkins – MS Department of Education; Mr. Chuck Rubisoff – Attorney General's Office; Dr. Clyde Muse – Hinds Community College; and Dr. Bill Smith – Institutions of Higher Learning.

**CALL TO ORDER**

Mr. George Walker called the meeting to order at 9:05 a.m.

**PRELIMINARIES**

Mrs. Deborah Gilbert gave the invocation.

**Approval of the Minutes of the October 15, 2004, Meeting**

Upon a motion by Mr. Chip Crane and a second by Ms. Patricia Randall, the Board **voted unanimously** to approve the minutes of the October 15, 2004 meeting.

**Review and Approval of Agenda**

Upon a motion by General Denver Brackeen and a second by Mrs. Brenda Yonge, the Board **voted unanimously** to approve the agenda and agreed to take items out of sequence to accommodate Dr. Muse who had another commitment.

**REPORTS**

**MACJC Report**

Dr. Clyde Muse presented the MACJC report in the absence of the chairperson, Dr. Vivian Presley, who recently had heart surgery. Dr. Muse plans to go the Capitol after giving his report, where the Senate is scheduled to consider a bond bill that includes \$50,000,000 for the community and junior colleges. Dr. Muse stated that Dr. Willis Lott, who chaired the committee to pursue bond bill funding, took a very aggressive role and should be commended.

Dr. Muse reported that the Association is working with The Mid-South Partnership to improve the quality of leadership in the community colleges, particularly in the rural communities, regarding economic development. An Economic Conference Summit is expected in the near future. The Association has also spoken with Dean Norman, Center for Advanced Vehicular Science (CAVS) Extension Center, in Canton at Nissan, regarding research and delivery of training in automobiles.

Dr. Muse reported that the SBCJC office has been working with IHL regarding the Articulation Agreement. Dr. Mary Ware with the IHL office is now heading this endeavor and expects to have a revised document for the committee to review very soon.

Issues with textbook purchases for the Virtual Community College students have been worked out.

The Association heard reports on Phi Theta Kappa (PTK) and the HEADWAE program.

Dr. Muse expressed his appreciation for the SBCJC staff that offers assistance to the colleges when called upon.

### **Executive Director's Report**

Dr. Stonecypher began by explaining a contract that will come before the Board next month between the fourteen community colleges that are part of the Mississippi Virtual Community College (MSVCC) and the SBCJC. This agreement will provide the SBCJC with fees collected in the amount of \$10 for each virtual student per course, beginning with the spring semester. This is expected to produce approximately \$60,000 that can be used to offset current salary expense.

Dr. Stonecypher reported on the Economic Education Leadership Luncheon, at which U. S. Senator Thad Cochran spoke. The community colleges received substantial publicity at the gathering that was attended by an estimated number of 600.

Dr. Bradberry was called upon to explain the Nissan Scholarship Selection Committee. Last year the Board approved Mr. Louis Dugas (Copiah-Lincoln Community College) and Mr. Wayne Eason (East Central Community College) to serve on the committee. Dr. Bradberry asked the Board to approve their serving for another year or for a recommendation to appoint others. Upon a motion by Mr. Chip Crane and a second by General Denver Brackeen, the Board **voted unanimously** to appoint Mr. Louis Dugas and Mr. Wayne Eason to the Nissan Scholarship Selection Committee.

Dr. David Potter, Commissioner of the Institutions of Higher Learning, has recently announced his plans to resign to accept a position as President with the University of North Georgia. Dr. Bill Smith will ask the newly named Interim Commissioner to speak for a few minutes later in the meeting.

The *Natchez Literary and Cinema Celebration* will hold its annual convention on February 23-27, 2005 at the Natchez Convention Center. Dr. Stonecypher highly recommended the very entertaining and informative event that is sponsored by Copiah-Lincoln Community College, Natchez National Historical Park, Mississippi Department of Archives and History, and Mississippi Public Broadcasting.

Correspondence from Ms. Wanda Land with the Mississippi Development Authority was provided (Exhibit G) that includes a map of the four (4) Workforce districts of the new Workforce

Investment Board (WIB), with information regarding dislocated workers and layoffs for the first quarter of the fiscal year.

Several newspaper articles that Dr. Stonecypher selected to share with the Board are attached as "Exhibit H". He expressed appreciation to Ms. Riva Brown with the *Clarion-Ledger* for her continued support of the community colleges by writing articles with a favorable reflection.

Dr. Stonecypher stated that Mr. John Adcock, Director of Career-Technical Education (Post-Secondary) is looking into ways to extend work based learning opportunities for Career-Technical students. A practice that has been beneficial with health care students, whereby a percentage of their education includes on-the-job training (ex: hospital, doctor's office, dentist's office, etc.) by getting a look at real world situations that they will encounter in their field.

Dr. Stonecypher related that the Social Committee, made up of SBCJC staff members, has proposed that the staff and their spouses dine with the Board members and their spouses on Thursday, December 16, 2004, after the Thursday night meeting for a Christmas celebration. The Board agreed to the opportunity to socialize with the staff and their spouses.

### **Workforce Report**

Mr. Walker began by giving a brief history of the State Workforce Training Act that was passed in 1994 and the State Workforce Council. The Workforce Council, which was eliminated earlier this year, has been replaced by the Mississippi Workforce Investment Board (WIB), which Governor Barbour appointed for four (4) year terms. The new Board has twenty-one members, four of which were on the old Council and approximately 80% business administrators. Mr. Jim Lott, with the Mississippi Department of Employment Security, will be heavily involved with the new Board, as he was with the previous Council. Mr. Walker feels that the smaller group will make excellent progress in the near future.

\*Ms. Veldore Young entered the meeting.

Mr. Walker discussed "Finance Attachment 3", a follow-up to the County Millage discussion that occurred at the last Board meeting. Mrs. Gilbert has provided a draft letter to a county administrator outlining non-compliance for tax support. At the work session last evening Dr. Nelson suggested copying the Board Chairman of the College in the non-compliance county on the memo. Ms. Young recommended deleting the next to the last paragraph of the letter. Mr. Chuck Rubisoff, the SBCJC Attorney General Representative, will contact the Auditor's Office and request that millage be added to the procedures for county audits.

### **EdNet Report**

EdNet has not taken action since the last report.

### **Policy Changes**

Mrs. Gilbert explained a proposed policy change, due to the change in a State law (Senate Bill 2639, 2004 Regular Session) regarding the **Donor Leave Policy**, shown as "Exhibit A". Upon a motion by Ms. Veldore Young and a second by Dr. Dorothy Nelson, the Board **voted unanimously** to approve the proposed **Donor Leave Policy**.

**Guidelines for the Establishment of a New Permanent Facility**

Dr. Stonecypher reminded the Board that they gave initial approval for the *Guidelines for the Establishment of a New Permanent Facility* at the last meeting. Guidelines have undergone the Administrative Procedures process without question, and are ready for final approval. Upon a motion by Mrs. Brenda Yonge and a second by Ms. Veldore Young, the Board **voted unanimously** to approve the *Establishment of a New Permanent Facility*, as shown in "Exhibit B".

**Grandfathering Locations for Copiah-Lincoln, Northeast Mississippi and Pearl River**

Dr. Stonecypher reminded the Board of three locations that he recommended grandfathering in at the last meeting. Those being: 1) a facility with approximately 35 acres in Corinth that was donated to Northeast Mississippi Community College, which they anticipate using as a WIN Center; 2) Copiah-Lincoln Community College received local bond money from Simpson County to build a facility at Magee; and 3) Pearl River plans to lease an existing structure as permanent facility in Waveland. Dr. Stonecypher recommended grandfathering these locations, due to the fact that land was acquired or funds were received prior to the guidelines being approved by the Board. Upon a motion by Ms. Patricia Randall and a second by Mr. Chip Crane, the Board **voted unanimously** to approve grandfathering in the recommended locations as off-campus sites.

**Commission on Proprietary Schools and College Registration**

Dr. Bradberry reported that the Commission last met in October. There are presently 35 schools registered with 23 locations. The Commission approved: two (2) new programs at Delta Technical and Virginia College; one (1) initial school registration; three (3) school renewals; 53 new instructors; six (6) new agent permits and 10 renewals; an exemption for one (1) school; and collected \$7,679.75 for October. Due to new WIA regulations, Dr. Bradberry expects an increase in schools registering in the near future, since being registered is a requirement to receive WIA funds.

**Possible GED Violation**

Dr. Bradberry was called on to lead a discussion regarding a possible violation of the GED regulations. He stated that Mrs. Eloise Richardson was alerted to a possible infraction, at which time the SBCJC Office began to gather information regarding the allegations. A letter from the Executive Director has been sent to the individual informing him that the GED in question may be rescinded and offering an opportunity for a hearing, as shown in "Exhibit C". More information will be brought before the Board at their next meeting.

**Athletics**

Dr. Bradberry explained an agreement between Stockyard Productions and the Mississippi Association of Community and Junior Colleges, whereby Stockyard Productions would have sole and complete rights for the production of a thirty minute weekly television show that will promote Community College Football in Mississippi (see Exhibit D). Upon a motion by Mr. Chip Crane and a second by Mr. Napoleon Moore, the Board **voted unanimously** to support an agreement between Stockyard Productions and the Mississippi Association of Community and Junior Colleges for a five-year period.

Dr. Bradberry reported that Pearl River Community College is currently listed as #2 in the

NJCAA National Football poll; Hinds Community College is ranked 6th; Jones County Junior College is #16; and Northeast Mississippi Community College is #20.

*\*The meeting recessed at 10:10 a.m. and reconvened at 10:25 a.m.*

#### **Letter of Commendation to Mrs. Eloise Richardson**

On behalf of the Board, Mr. Walker presented a letter of congratulations and appreciation to Mrs. Eloise Richardson, who recently received the Red Rose Award from Delta Kappa Gamma. A copy of the letter signed by Mr. Walker is included as "Exhibit I".

#### **Introduction of Interim Commissioner of the Institutions of Higher Learning**

Dr. Bill Smith introduced Dr. Richard Crofts, who had just been named Interim Commissioner for the Institutions of Higher Learning. The Board welcomed Dr. Crofts and invited him to attend any and all Board meetings during his stay. Dr. Crofts expressed his excitement in the opportunity to work with the IHL Board and staff for the next three to six months.

#### **Office of Civil Rights Methods of Administration**

Mr. John Adcock brought the Board's attention to "Exhibit E", the Methods of Administration Guidelines for the U.S. Department of Education, Office of Civil Rights. Mr. Adcock reminded the Board that they were presented a draft version earlier in the year. Changes have been made to the guidelines and they will be brought to the Board for final approval at the next Board meeting.

#### **Post-Secondary Articulation Agreement for Career-Technical Students**

Mr. Adcock explained the need for an Articulation Agreement for Career-Technical education. Mr. Adcock related that nine (9) individuals have been asked to serve on a committee to begin work on the guidelines, those being: one (1) secondary director, two (2) community college academic deans, two (2) community college career-technical deans, two (2) assistant deans, one (1) member of RCU staff at MSU, one (1) staff member from the department of education and Mr. Adcock. Their first meeting will be held on December 1, 2004, where they will begin to draft plans for a statewide articulation with the fifteen community colleges. Mr. Adcock expects to bring a draft for the Board's review in April or May 2005.

#### **Legislative Report**

Dr. Bradberry stated that he and Dr. Stonecypher met with the Chairmen of the individual college trustees on November 16, at the request of the Chairman of the Trustees Association, Mr. Charles Speed. Mr. Speed is encouraging the trustees to get actively involved with the legislative process and to recommend 2-3 members of each Board to act as a "calling tree" to assist in reaching legislators on important issues.

Dr. Bradberry announced that February 22, 2005 will be the Community College's "Day at the Capitol", coordinated by the MACJC Faculty Association. He invited the Board to attend and participate.

A copy of a proposed bill that will be brought before the Legislature this upcoming 2005 session in regards to legal residence of a minor is attached as "Exhibit F". Changes recommended by the Board last month have been made to accommodate a variety of situations regarding residence of parents and guardians.

**Finance Report**

Mrs. Deborah Gilbert presented the items on the Finance Agenda as follows:

Upon a motion by Ms. Veldore Young and a second by Mrs. Brenda Yonge, the Board **voted unanimously** to approve the Education Enhancement Fund Disbursement as for October 31, 2004, from Fund 4080 in the amount of \$2,183,035.32 and Fund 4110 in the amount of \$52,055.95 for a total of \$2,234,091.27. See "Finance Attachment 1".

Upon a motion by Mr. Chip Crane and a second by Mrs. Brenda Yonge, the Board **voted unanimously** to approve the Indirect Cost Proposal for FY 2006-2008, as shown in "Finance Attachment 2". The rate of 5.62% will be submitted to the U. S. Department of Education for a 3 year predetermined rate for FY 06 – FY 08.

Mrs. Gilbert reviewed a draft memo that was prepared as a follow-up on a discussion last month in regard to county millage, shown as "Finance Attachment 3". The Board recommended deleting the next to the last paragraph and to copy the Trustee Chairman of the College. The Board decided to wait until the December meeting for a revised letter and more information before voting.

Financial Statements for Funds 2291 and Special Funds, as of October 31, 2004, are shown in "Finance Attachment 4". This item did not require action.

Mrs. Gilbert stated that "Finance Attachment 5" is a spreadsheet that was sent to the colleges for completion to assist in conducting a cost study that was requested by the legislature. A report should be completed on this study by the December meeting, at which time Mrs. Gilbert will share the results.

Mrs. Gilbert reviewed the audit results for FY 2002, shown as "Finance Attachment 6". Mr. Walker repeated the recommendation made during the work session for Mrs. Gilbert to send a letter on the Board's behalf congratulating the colleges on their successful audits. Upon a motion by Dr. Dorothy Nelson and a second by General Denver Brackeen, the Board **voted unanimously** to send a letter from the Board congratulating the colleges on successful audits.

Mrs. Gilbert explained the SBCJC Salary Schedule, shown as "Finance Attachment 7". Proposed changes include increasing the upper limit for Administrative Secretary and Executive Secretary; adding an Assistant to the Executive Director position; adding (under Technical Specialist) positions for Technical Specialist for Career/Technical Education and Technical Specialist for Adult Basic Education; and eliminating Director of Administrative Services. Upon a motion by Mr. Napoleon Moore and a second by General Denver Brackeen, the Board **voted unanimously** to approve the proposed changes to the SBCJC Salary Schedule.

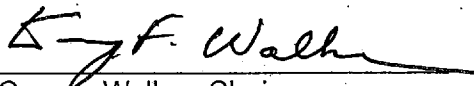
**Travel Authorizations**

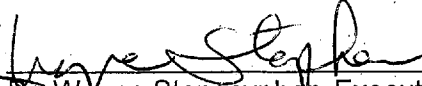
Mr. Walker asked if there were requests for travel reimbursement for events other than regularly scheduled Board meetings. Upon a motion by Mr. Chip Crane and a second by Mr. Napoleon Moore, the Board **voted unanimously** to approve travel authorizations as follows:

*Mr. Walker represented the community colleges at a Mississippi Educational Involvement meeting on October 25, 2004, in Jackson and attended a meeting on November 16, 2004, in Jackson regarding the new Workforce Investment Board.*

**ADJOURNMENT**

There being no further business, the meeting adjourned at 10:55 p.m.

  
Mr. George Walker, Chairman

  
Dr. Wayne Stonecypher, Executive Director

## **Exhibits and Finance Attachments**

Donor Leave Policy-----	A
Guidelines for <i>Establishment of a New Permanent Facility</i> -----	B
Letter of Notice: Possible Violation of GED Regulations-----	C
Agreement between Stockyard Productions & the MACJC-----	D
Methods of Administration Guidelines with the U.S. Dept of Education, Office of Civil Rights-----	E
Proposed Legislation regarding Legal Residence of a Minor-----	F
WIA Correspondence regarding dislocated workers & layoffs for the first quarter of the fiscal year-----	G
Newspaper Articles-----	H
Letter Commending Mrs. Eloise Richardson-----	I
Education Enhance Fund Disbursements as of October 31, 2004-----	Finance Attachment 1
Indirect Cost Proposal for FY 2006-2008-----	Finance Attachment 2
Draft letter regarding County Millage-----	Finance Attachment 3
Financial Statements for Funds 2291 and Special Funds, as of October 31, 2004-----	Finance Attachment 4
Request for Information form for the Study of Cost Allocation-----	Finance Attachment 5
Audit Results-----	Finance Attachment 6
Proposed Changes to SBCJC Salary Schedule-----	Finance Attachment 7